

ASSOCIATION OF BAY AREA GOVERNMENTS

Celebrating 50 Years of Service to the Region

June 21, 2013



REVISED NOTICE OF OPEN POSITION

The Association of Bay Area Governments (ABAG) is recruiting to develop a selection list for the position of Assistant Director of Planning and Research, (Job Number 13-69). This recruitment will be used to fill an opening in the Department of Planning and Research. **Deadline to apply is July 5, 2013.** Position is open until filled and may be closed at any time.

ASSISTANT DIRECTOR OF PLANNING AND RESEARCH ABAG PLANNING AND RESEARCH DEPARTMENT \$125,000 Annually DOQ

POSITION SUMMARY

This is a senior level position in the Department of Planning and Research that provides highly complex administrative and technical support to the Director of Planning and Research. The incumbent will lead major policy efforts on land use, housing and neighborhood planning under the direction of the Director of Planning and Research and provide supervision and oversight of day-to-day operational activities. The incumbent will assist with budget development and oversight.

ESSENTIAL DUTIES (may not cover all duties which may be performed)

The incumbent will manage and oversee the day-to-day operations and activities of the Department of Planning and Research; work with all department staff to ensure the delivery of quality services to all Agency Clients; monitor and evaluate the effectiveness and efficiencies of the Department: initiate and assign work projects; monitor workflow within the Department; assist in recruiting, selecting, assigning, directing and evaluating the work of the staff; ensure staff receives the professional and technical training and support required to perform their duties; assist the Director in the formulation, development and implementation of the Planning and Research Department's goals, objectives, policies and procedures; monitor and ensure compliance with Agency and Planning and Research Department policies and procedures.

In collaboration with the Director, the incumbent develops planning programs and public policy related concepts consistent with local, regional and state policies, by researching, reviewing and refining planning issues, working with, and providing advice to policy makers and monitoring development opportunities; Seeks, applies for and secures funding for Agency, writing grant proposals, preparing budgets, researching funding sources/opportunities and matching project needs with funding sources; Assists with program development and implementation for General Assemblies, Agency Workshops and special events.

QUALIFICATIONS

- Knowledge and experience in land use, housing, and neighborhood planning
- Project management skills and supervisory experience
- Knowledge and experience working in a local planning department and/or work with a regional planning agency
- Strong verbal and written communications skills; public speaking experience

Representing City and County Governments of the San Francisco Bay Area

Mailing Address: P.O. Box 2050 Oakland, California 94604-2050 [510] 464-7900 Fax: [510] 464-7985 info@abag.ca.gov
Location: Joseph P. Bort MetroCenter 101 Eighth Street Oakland, California 94607-4756

EDUCATIONAL EXPERIENCE

Requires a master's degree in city and regional planning or a related field and eight to ten years of experience in local and/or regional planning with at least three years of supervisory experience. A combination of education and experience sufficient to perform work will be considered.

COMPENSATION AND BENEFITS

Salary: Depends on Education and Qualifications

Pension: Employee pays CalPERS 6.25% of salary toward 2.5% @ age 67 retirement plan

Social Security: Employee pays 6.2% of salary

Deferred Compensation: STARS/UTC 457 and/or ICMA-RC Retirement Plan (Voluntary)

Retiree Medical Account: \$100 per month

Health and Dental Plans: Two HMO and two PPO Medical Plans, Dental Insurance, and VSP Vision. Out-of-pocket contribution may be required depending on selected coverage.

Life Insurance: ABAG Paid coverage equal to 2 times annual salary

Other Benefits: Public Transit Vouchers and pre-tax options for eligible health care and dependent care expenses

Vacation, Sick Leave, Holidays: Competitive leave package including 11 paid holidays and 3 floating holidays annually

APPLICATION AND SELECTION PROCESS

Deadline to apply is July 5, 2013. Please submit a cover letter, resume, and employment application and compensation history or requirements to:

ABAG H.R. 13-69
P.O. Box 2050
Oakland, CA 94604-2050

Reflecting the diversity of California, ABAG is an equal opportunity employer.

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT www.abag.ca.gov/jobs.html OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG—H.R. 13-69, P.O. BOX 2050, OAKLAND, CA 94604-2050. FOR INFORMATION CALL 510/464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.